

Management Officer

23 June 1950

Chief, Personnel Division

Request for T/O Revisions

In accordance with classification survey of the Reproduction Branch, Services Division, Administrative Staff, the following changes in designation and grades are indicated. It is requested that the Table of Organization be amended to reflect these changes:

Office of the Branch Chief

- ✓ 1. From Property & Supply Clerk GS-5 to Property & Stock Control Clerk GS-5.
- ✓ 2. From Clerk-stenographer GS-5 to Secretary (Steno) GS-5.

Photographic Section  
Photo-Copying Unit

- 1. The specializations shown as Photographer GS-4 and Photostat Operator GS-3 are both to be included under the designation of Photostat Operator GS-3.
- 2. Change from Oxalid Operator GS-2 to Photostat Operator GS-2.

Microfilm Unit

- ✓ 1. Change from Photographer GS-3 to Microphotographer GS-3.
- ✓ 2. Change from Photographer GS-2 to Microphotographer GS-2.

Publishing Section

- 1. Change in grade of Section Chief from GS-11 to UG-24.
- 2. Change in grade of Production Supervisor from GS-9 to UG-22.

Composing Unit

- ✓ 1. Change from Varitype Operator (Supervisory) GS-4 to Varitypist Supervisor GS-4.
- ✓ 2. Change from Varitype Operator GS-3 to Varitypist GS-3.
- ✓ 3. Change from Proofreader GS-5 to Proofreading Clerk GS-3.

Offset and Platemaking Unit

- 1. Change in grade of Unit Head from UG-19 to UG-18.

(continued)

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Special Duplicating Unit

1. Change in grade of Unit Head from GS-9 to GS-16.

Bindery, Mimeograph and Distribution Unit

1. Change in grade of Unit Head from GS-7 to GS-16.
2. Change in grade of Distribution Supervisor from GS-4 to GS-5.
3. Change in grade of Distribution Clerk from GS-3 to GS-2.

The position titles referred to above are the official classification and/or wage board titles and are recommended for T/O use.

[REDACTED] 25X1A9a

25X1A9a [REDACTED]

25X1A9a [REDACTED]  
c/o  
Services  
FOIA b3b Classif.  
[REDACTED]

[REDACTED] 25X1A9a

*Chief, [REDACTED] Div.*  
*w/ reservations*  
*advised request*  
25X1A9a [REDACTED]

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